



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.2.14	Subject: EMPLOYEE TRAVEL
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 1 and Attachment
Section 2: Fiscal Management	Effective Date: June 1, 1998
Signature: /s/ Mike Ferriter, Director	Revised: 05/03/11

I. POLICY

The Department of Corrections will adopt the guidelines established in the Montana Operations Manual, Volume 1, Chapter 0300, Employee Travel.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. DEFINITIONS

Facility/Program – Refers to any division, prison, secure care correctional facility, correctional or training program, or community-based program under Department jurisdiction or contract. This term includes the facility building or residence, including property and land owned or leased and operated by the Department.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. Employees who are authorized to travel will review the travel section in the Montana Operations Manual upon hire and at such times as changes are promulgated by the Department of Administration (see <http://doa.mt.gov/doatravel/travelmain.asp>)
2. The Administrative & Financial Services Division will notify all facilities of changes in employee travel procedures, and will modify this policy as needed.
3. Employees must submit travel expense vouchers for reimbursement of travel expenses. The [Travel Expense Voucher](#) may be completed electronically or manually; however, it must be signed manually by the employee and supervisor.
4. It is the responsibility of the employee to retain a copy of each expense voucher and attached receipts for the employee's own records.

V. CLOSING

Questions concerning this policy should be directed to the Administrative & Financial Services Division administrator.

VI. REFERENCES

- A. [2-15-112](#), MCA; [53-1-203](#), MCA
- B. *Montana Operations Manual, Volume 1, Chapter 0300, Employee Travel*

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VII. ATTACHMENT

Related Form:

[Travel Expense Voucher](#)